

**Figure 3-1. Sample Cover Memo for Inspector Work Plan Submittal.**



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# Memorandum

Subject: ACTION: [Carrier ID] CMT Inspector Work Plan

Date:

From: [Principal Inspector]

Reply to  
Attn. of:

To: Manager, [FSDO ID] FSDO

The attached Inspector Work Plan for FY01 is submitted for [Inspector Name].

If the resources are available and adequate to support the Inspector Work Plan, please indicate your concurrence by signing below and returning by fax to [Fax Number], attention [Principal Inspector]. Forward the Inspector Work Plan to the inspector as assigned.

If the resources are not available and adequate to support the Inspector Work Plan, please indicate your non-concurrence by signing below and returning by fax to [Fax Number], attention [Principal Inspector]. In accordance with ATOS procedures, you must also send a memo to the Manager, to [CHDO/CMO ID], with a copy to your Flight Standards Division Manager, documenting your reasons for non-concurrence. The Manager, [CHDO/CMO ID], will then contact you to discuss the memo and attempt to resolve the resource issue.

Concurrence: \_\_\_\_\_

Non-Concurrence: \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment